



TOWN OF KENTVILLE

Downtown Maintenance Position

Job Posting: Full Time Position
Department of Engineering and Public Works

Posted December 7, 2020

GENERAL ACCOUNTABILITY

Reports to the Director of Public Works or Lead Hand and carries out the duties as laid out by Public Works. Is responsible for cleanup and any other duties that may be assigned in the future.

NATURE AND LOCATION OF WORK

This position is responsible for the cleanup of Centre Square, the Recreation Centre Courtyard, River Street, Aberdeen Street, Cornwallis Street to the Bridge, Webster Street and Webster Court, Main Street (Chester Avenue to Baptist Church), and all downtown parking lots. Centre Square should be the first priority each morning. All tree grates and planter boxes are to be inspected and cleaned free of garbage and weeds. A map will be provided if required. Private parking lots are not to be cleaned. Winter duties include snow and ice removal from pedestrian crosswalk ramps in the downtown sidewalks and assisting Public Works operators as required.

PRINCIPAL DUTIES AND RESPONSIBILITIES

1. To carry out clean-up activities for Public Works and other duties that may be assigned such as supplementary help for "Special Events"
2. Ensure that work site operations are conducted in a safe manner as outlined in the Town's Health & Safety manual. Standard PPE (hardhat, high visibility clothing and safety boots) are a necessity.
3. Maintain good public relations in the course of duties.
4. A pushcart is to be used during clean-up operations.
5. Mornings will be spent cleaning up the business district and afternoons will be spent working other Public Works jobs as directed by the Lead Hand.
6. Various weekly custodial duties in facilities such as Public Work and the Rec Centre will be part of the duties.
7. A valid class 5 driver's license is required.

HOURS AND DAYS OF WORK, FLEXIBLE HOURS

1. Normal hours of work will be eight hours per day: 8:00 am to 4:30 pm with a half hour lunch break and a 15 minute break in the morning and afternoon. (40 hours per week)
2. Normal full days of work will be Tuesday to Saturday inclusive with Sunday & Monday off.

This is a CUPE (unionized) position in Public Works.

Rate of Pay: \$21.35 with a 3 month probationary period, as per the CUPE Collective Agreement
Resumes will be accepted until Wednesday December 23rd, 2020 at 2:00 pm, should be addressed to Jennifer West and will be received at the Town of Kentville office at 354 Main Street or by confidential email to: jwest@kentville.ca